

STATE OF UTAH
DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING

APPLICATION FOR LICENSURE

CHIROPRACTIC PHYSICIAN

DOPL-AP-062 REV 11/10/2003

APPLICATION INSTRUCTIONS AND INFORMATION

General Statement: The Division desires to provide courteous and timely service to all applicants for licensure. To maximize its efficiency and level of service, the Division will process complete applications only. **A complete application includes all applicable supporting documents and fees.** The fees are for processing your application and will not be refunded. Failure to complete the application and supply all necessary information will delay processing and may result in denial of licensure. Please read all instructions carefully.

Address of Record: The address listed on the application will be your address of record. All correspondence from the Division will be sent to that address. It is your responsibility to directly notify the Division of any change in address.

Social Security Number: Your social security number is classified as a private record pursuant to Title 63, Chapter 2, Utah Government Records Access and Management Act (GRAMA). It is used as an individual identifier for our licensing database and for purposes of the child support enforcement pursuant to Subsection 78-32-17(3) and is mandatory pursuant to Subsection 58-1-301(1), Utah Code Ann., which implements the requirements of 42 U.S.C. 666(a)(13). An application that does not include a social security number is incomplete and cannot be processed.

SUPPORTING DOCUMENTS AND FEES:

If you are applying for licensure by education and examination, complete the following in addition to submitting a completed application:

1. Submit an official transcript showing your graduation from a chiropractic program accredited by the Council on Chiropractic Education, Inc.
2. Submit the original score report(s) showing your passing scores on the National Chiropractic Boards, Parts I, II, III, IV and Physiotherapy.
3. Submit the original letter from Exporior showing your passing score on the Utah Chiropractic Law and Rules Examination.
4. Submit a **\$200.00** non-refundable application-processing fee.

If you are applying for licensure by endorsement, complete the following in addition to submitting a completed application:

1. Submit the original score report showing your passing score on the SPEC examination of the NBCE.
2. Using the “Request For Verification of Licensure” form (attached to this application), obtain verification of licensure from a state in which you are currently licensed.

Request that the verifying state complete the form and mail or fax it directly to the Division or return them to you for submission with your application.

3. Submit a completed “Verification of Qualifying Experience” form (attached to this application) showing at least two years of active practice as a licensed chiropractor immediately preceding submission of this application for licensure.
4. Submit a **\$200.00** non-refundable application-processing fee, made payable to “DOPL.”
5. If you are requesting a temporary license to practice under supervision until you pass the SPEC examination, complete the following in addition to requirements 1 – 4 above:

NOTE: You may only apply for a temporary license if you qualify for licensure by endorsement. Temporary licenses are not available to an individual applying by education and examination.

- A. Submit a completed “Application for Approved Supervisor” form (attached to this application). See “Additional Important Information” below.
- B. Submit an additional **\$50.00** non-refundable application-processing fee.

NOTE: The total fee for a chiropractic physician license and a temporary license is \$250.00.

ADDITIONAL IMPORTANT INFORMATION:

1. **Law and Rules Exam:** All applicants for licensure must pass the Utah Chiropractic Law and Rules Examination. Contact Experior at the address and telephone number below to register for the examination.

Experior, 5486 South 1900 West, Suite C, Taylorsville, Utah 84118, (801) 355-5009

You may also purchase a study guide from Experior, which has been prepared to assist candidates taking law exams. In addition, the following applicable laws and rules are available on the Internet at www.dopl.utah.gov:

- ❑ Division of Occupational & Professional Licensing Act
 - ❑ General Rules of the Division of Occupational & Professional Licensing
 - ❑ Chiropractic Physician Practice Act
 - ❑ Chiropractic Physician Practice Act Rules
2. **Current Documents:** Applications, statutes, and rules may change from time to time. If you have not recently obtained any of these documents, you may want to contact the Division or visit our Internet site to verify that you have current versions.
 3. **NBCE:** To register to take one or more of the NBCE examinations, contact the National Board of Chiropractic Examiners in Greeley, Colorado at (970) 356-9100.
 4. **Examination Fees:** There are separate fees for all examinations. It is the responsibility of the applicant to submit the fees directly to the testing agency.
 5. **License Renewal:** All chiropractic physician licenses expire May 31 of each even-numbered year.

Unlike many other states, Utah's license renewal schedule **is not** based on the licensee's date of initial licensure. Under Utah's renewal system, all licenses in each profession expire as a group on the same day every two years. Therefore, the length of a licensee's first renewal cycle depends on how far into the current renewal cycle initial licensure was obtained. Each renewal cycle thereafter is for a full two years.

Additionally, the fee paid with this application for licensure is an application-processing fee only. It does not include a renewal fee. Each licensee is responsible to renew licensure **PRIOR** to the expiration date shown on the current license. Renewal information is disseminated to each licensee at the licensee's last known address, as provided to the Division, approximately two months prior to the expiration date shown on the license.

6. **Continuing Education:** 24 hours of continuing education is required every two years as a condition of renewal of license. Persons licensed during the renewal period are required to complete 1 hour of continuing education for each month they are licensed. Temporary license holders are required to comply with the CE requirements.
7. **Temporary License:** A temporary license to practice under the supervision of an approved chiropractic physician may be issued for no more than 10 months to an endorsement applicant who has met all the requirements for licensure except passing the NBCE SPEC examination. Upon passing the SPEC, the applicant must submit the official score report to the Division. The Division will then issue an active license to practice as a chiropractic physician in the state of Utah. The \$250.00 application fee for a temporary license includes the fee for the chiropractic physician license. No additional fees will be required.

8. **Licensure by Endorsement:** Each applicant for licensure as a chiropractic physician based on licensure as a chiropractor or chiropractic physician in another jurisdiction must:
- A. Submit an application in the form prescribed by the division;
 - B. Pay a fee determined by the department under Section 63-38-3.2;
 - C. Be of good moral character;
 - D. Demonstrate having obtained licensure as a chiropractor or chiropractic physician in another state under education requirements that were equivalent to the education requirements in this state to obtain a chiropractor or chiropractic physician license at the time the applicant obtained the license in the other state;
 - E. Demonstrate successful completion of:
 - (i) the Utah Chiropractic Law and Rules Examination
 - (ii) the Special Purposes Examination for Chiropractic (SPEC) of the National Board of Chiropractic Examiners
 - F. Have been actively engaged in the practice of chiropractic for not less than two years immediately preceding application for licensure in this state.
 - G. Meet with the board, if requested, for the purpose of reviewing the applicant's qualifications for licensure.
9. **Updating Address Information:** It is your responsibility to maintain a current address with the Division. If your address is incorrect, you will not receive renewal notices or other correspondence.
10. **Name Change:** If you have been licensed by the Division under any other name, please submit documentation of your name change such as a copy of your marriage license or divorce decree.
11. **Mail Complete Application to:**

By U.S. Mail

Division of Occupational & Professional Licensing
P.O. Box 146741
Salt Lake City, Utah 84114-6741

By Delivery or Express Mail

Division of Occupational & Professional Licensing
160 East 300 South, 1st Floor Lobby
Salt Lake City, Utah 84111

12. **Telephone Numbers:** (801) 530-6628

(866) ASK-DOPL – Toll-free in Utah
(866) 275-3675
13. **Fax Number:** (801) 530-6511

APPLICATION FOR LICENSURE

GENERAL INFORMATION:

License(s) Applying For: _____ Chiropractic Physician
_____ Temporary License (endorsement applicants only)

Social Security Number: _____

Last Name: _____ Maiden Name: _____

First Name: _____ Middle Name: _____

Have You Ever Held A Utah License Before? Yes _____ No _____

If Yes, Name of Profession: _____

If Yes, License Number: _____

Gender (Male or Female): _____ Date of Birth: _____

MAILING ADDRESS:

Street: _____

City: _____ State: _____ Zip: _____

County: _____ Telephone: _____

DO NOT WRITE IN THIS SECTION - FOR DIVISION USE ONLY

License/Certificate Number: _____

Date License/Certificate Approved: _____

Approved By: _____

Date License/Certificate Denied: _____

Denied By: _____

Reason For Denial/Other Comments: _____

EDUCATION REQUIREMENT: (Use additional sheets if necessary.)

COLLEGE or UNIVERSITY:

Name: _____ Dates Attended: _____ to _____

Location: _____ Date of Graduation: _____

Name: _____ Dates Attended: _____ to _____

Location: _____ Date of Graduation: _____

CHIROPRACTIC PROGRAM:

Name: _____ Dates Attended: _____ to _____

Location: _____ Date of Graduation: _____

Name: _____ Dates Attended: _____ to _____

Location: _____ Date of Graduation: _____

EXAMINATION REQUIREMENT:

Answer “yes” or “no.”

_____ NBCE Part I Date(s) Taken: _____

_____ NBCE Part II Date(s) Taken: _____

_____ NBCE Part III Date(s) Taken: _____

_____ NBCE Part IV Date(s) Taken: _____

_____ NBCE Physiotherapy Date(s) Taken: _____

_____ NBCE SPEC Date(s) Taken: _____

_____ Utah Chiropractic
Law and Rule Date(s) Taken: _____

LICENSES:

List all licenses, registrations, or certifications issued by any state that you now hold or have ever held in a regulated profession. (Use additional sheets if necessary.)

Issuing State: _____ Profession: _____

License Status: _____ License Number: _____ Effective Date: _____

Issuing State: _____ Profession: _____

License Status: _____ License Number: _____ Effective Date: _____

PROFESSIONAL EXPERIENCE REQUIREMENT:

List all clinics, practitioners, and locations you have been affiliated with or practiced at during the past 2 years. (Use additional sheets if necessary.)

Name of Facility / Practitioner: _____

Address: _____

Dates of Employment: _____ to _____ Hours worked each week: _____

Duties / Responsibilities: _____

Name of Facility / Practitioner: _____

Address: _____

Dates of Employment: _____ to _____ Hours worked each week: _____

Duties / Responsibilities: _____

CHIROPRACTIC PHYSICIAN QUALIFYING QUESTIONNAIRE

Answer “yes” or “no” for each question. Do not leave any question blank.

1. _____ Have you ever applied for or received a license, certificate, permit, or registration to practice in a regulated profession under any name other than the name listed on this application?
2. _____ Have you ever been denied the right to sit for a licensure examination?
3. _____ Have you ever had a license, certificate, permit, or registration to practice a regulated profession denied, conditioned, curtailed, limited, restricted, suspended, revoked, reprimanded, or disciplined in any way?
4. _____ Have you ever been permitted to resign or surrender your license, certificate, permit, or registration to practice in a regulated profession while under investigation or while action was pending against you by any health care profession licensing agency, hospital or other health care facility, or criminal or administrative jurisdiction?
5. _____ Are you currently under investigation or is any disciplinary action pending against you now by any licensing agency?
6. _____ Is any action related to your conduct or patient care pending against you now at any hospital or health care facility?
7. _____ Have you ever had rights to participate in Medicaid, Medicare, or any other state or federal health care payment reimbursement program denied, conditioned, curtailed, limited, restricted, suspended, or revoked in any way?
8. _____ Have you ever been permitted to resign from Medicaid, Medicare, or any other state or federal health care payment reimbursement program while under investigation or while action was pending against you by any licensing agency, hospital, or other health care facility, or criminal or administrative jurisdiction?
9. _____ Is any action pending against you now by Medicaid, Medicare, or any other state or federal health care payment reimbursement program?
10. _____ Is any action pending against you now by either the Federal Drug Enforcement Administration or any state drug enforcement agency?
11. _____ Have you been named as a defendant in a malpractice suit?

(Questions continue on following page.)

12. _____ Have you ever had office monitoring, practice curtailments, individual surcharge assessments based upon specific claims history, or other limitations, restrictions, or conditions imposed by any malpractice carrier?
13. _____ Have you ever had any malpractice insurance coverage denied, conditioned, curtailed, limited, suspended, or revoked in any way?
14. _____ If you are licensed in the occupation/profession for which you are applying, would you pose a direct threat to yourself, to your patients or clients, or to the public health, safety, or welfare because of any circumstance or condition?
15. _____ Have you ever been declared by any court of competent jurisdiction incompetent by reason of mental defect or disease and not restored?
16. _____ Have you ever been terminated from a position because of drug use or abuse?
17. _____ Are you currently using or have you recently (within 90 days) used any drugs (including recreational drugs) without a valid prescription, the possession or distribution of which is unlawful under the Utah Controlled Substances Act or other applicable state or federal law?
18. _____ Have you ever used any drugs without a valid prescription, the possession or distribution of which is unlawful under the Utah Controlled Substances Act or other applicable state or federal law, for which you have not successfully completed or are not now participating in a supervised drug rehabilitation program, or for which you have not otherwise been successfully rehabilitated?
19. _____ Have you ever had a documented case in which you were involved as the abuser in any incident of verbal, physical, mental, or sexual abuse?
20. _____ Have you ever been arrested for or charged with a misdemeanor in any jurisdiction? Motor vehicle offenses such as driving while impaired or intoxicated must be disclosed but minor traffic offenses such as parking or speeding violations need not be listed.
21. _____ Have you ever been arrested for or charged with a felony in any jurisdiction?
22. _____ Have you ever pled guilty to, no contest to, or been convicted of a misdemeanor in any jurisdiction? Motor vehicle offenses such as driving while impaired or intoxicated must be disclosed but minor traffic offenses such as parking or speeding violations need not be listed.
23. _____ Have you ever pled guilty to, no contest to, or been convicted of a felony in any jurisdiction?

(Questions continue on following page.)

24. _____ Have you ever been allowed to make a plea in abeyance for any criminal charge for which the charge was later dismissed?
25. _____ Have you ever been incarcerated for any reason in any federal, state or county correctional facility or in any correctional facility in any other jurisdiction?

If you answered “yes” to questions 20, 21, 22, 23, 24, or 25 above, you must include with your application a copy of the police report, court docket, any probation/parole officer report, and a narrative of the circumstances that occurred for EACH and EVERY arrest and/or conviction.

If you are unable to obtain any of the records required above, you must submit documentation on official letterhead from the police department and/or court indicating that the information is no longer available.

If you answered “yes” to any of the above questions, enclose with this application complete information with respect to all circumstances and the final result, if such has been reached.

A “yes” answer does not necessarily mean you will not be granted a license; however, the Division may request additional documentation if the information submitted is insufficient.

AFFIDAVIT and RELEASE AUTHORIZATION

I am the applicant described and identified in this application for licensure, certification, or registration in the State of Utah.

I am qualified in all respects for the license, certificate, or registration for which I am applying in this application.

To the best of my knowledge, the information contained in the application and its supporting document(s) is free of fraud, misrepresentation, or omission of material fact.

To the best of my knowledge, the information contained in the application and its supporting document(s) is truthful, correct, and complete and discloses all material facts regarding the applicant and associated individuals necessary to properly evaluate the applicant's qualifications for licensure.

I will ensure that any information subsequently submitted to the Division in conjunction with this application or its supporting documents meet the same standard as set forth above.

I understand that it is unlawful and punishable as a class A misdemeanor to apply for or obtain a license or to otherwise deal with the Division or a licensing board through the use of fraud, forgery, or intentional deception, misrepresentation, misstatement, or omission.

I understand that this application will be classified as a public record and will be available for inspection by the public, except with regard to the release of information which is classified as controlled, private, or protected under the Government Records Access and Management Act or restricted by other law.

I authorize all persons, institutions, organizations, schools, governmental agencies, employers, references, or any others not specifically included in the preceding characterization, which are set forth directly or by reference in this application, to release to the Division of Occupational and Professional Licensing, State of Utah, any files, records or information of any type reasonably required for the Division to properly evaluate my qualifications for licensure/certification/registration by the State of Utah.

Signature of Applicant: _____

Date of Signature: _____

Printed Name of Applicant: _____

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Division of Occupational and Professional Licensing
160 East 300 South, P.O. Box 146741
Salt Lake City, Utah 84114-6741
Fax: 801-530-6511

VERIFICATION OF QUALIFYING EXPERIENCE

PART I: To be Completed by the Applicant for Licensure by Endorsement

Complete Part I of this form and present it to a licensed chiropractic physician(s) who can attest to the accuracy of your qualifying work experience. Request that the chiropractic physician complete Part II and return it to you for submission with your application for licensure. Do not send the form separately. (Make additional copies if necessary.)

Applicant's Name: _____

Applicant's Address: _____

City: _____ State: _____ Zip: _____

Applicant's Phone: _____

Clinic's Address: _____

City: _____ State: _____ Zip: _____

Clinic's Phone: _____

Applicant's Duties and Responsibilities: _____

Applicant's Professional Relationship to Person Completing Part II: _____

Dates of Practice: from _____ to _____ Hours Worked Per Week: _____

(Continued on the reverse.)

PART II: To be Completed by the Licensed Chiropractic Physician who is verifying the Qualifying Experience of the Applicant

The named applicant is applying for licensure as a chiropractic physician in Utah and is asking you, as a reference, to verify the accuracy of his or her qualifying work experience described in Part I. Please complete Part II and sign your name attesting to the accuracy of Part I.

Verifying Individual's Name: _____

Verifying Individual's Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Chiropractic License Number: _____ State of Licensure: _____

Professional Relationship to Applicant: _____

I certify that the information contained in Part I of this document is true, complete, and accurate. I further certify that I understand that to falsify or withhold information may be unprofessional conduct and would subject my license to disciplinary action.

Signature: _____ Date: _____

Division of Occupational and Professional Licensing
160 East 300 South, P.O. Box 146741
Salt Lake City, Utah 84114-6741
Fax: (801) 530-6511

REQUEST FOR VERIFICATION OF LICENSE

(Use this form to verify licensure from another state, if applicable.)

TO BE COMPLETED BY THE APPLICANT:

Complete the first section of the form. Request that the verifying state complete the form and mail it directly to the Division or return it to you for submission with your application.

Applicant's Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

I am requesting licensure in the state of Utah as a: _____

I am/have been licensed in your state under the name: _____

My Social Security Number is: _____

My Date of Birth is: _____

My license number in your state is/was: _____

I have enclosed the necessary license verification fee in the amount of: _____

Signature of Qualifier: _____

(Continued on the reverse.)

TO BE COMPLETED BY THE VERIFYING AGENCY:

Please furnish the information requested, sign and verify the document, and place the completed form in an envelope, seal the envelope and provide it to the applicant in person or by mail. The qualifier will include the verification of licensure with his/her Utah application. Thank you.

Name of Verifying State: _____

Name of Licensee (as it appears in verifying state's records): _____

Name of Qualifying Person: _____

Classification of License Issued: _____

License Number: _____ Current Status: _____

Original Date of Licensure: _____ Expiration Date: _____

Continuously Licensed:

_____ Yes _____ No, please explain: _____

Licensed By:

_____ Exam, Type: _____ Date: _____

_____ Endorsement, From What State _____

Examination Scores: _____

Education Required For Licensure: _____

Disciplinary Action or Pending Disciplinary Action:

_____ No _____ Yes, please provide certified copies of all Petitions, Orders, etc.

Signature: _____ Title: _____

Agency: _____

Date: _____

(SEAL)

Division of Occupational and Professional Licensing
160 East 300 South, P.O. Box 146741
Salt Lake City, Utah 84114-6741
Fax: 801-530-6511

APPLICATION FOR APPROVED SUPERVISOR

**TO BE COMPLETED BY THE INTENDED SUPERVISING CHIROPRACTIC
PHYSICIAN OF AN APPLICANT REQUESTING TEMPORARY LICENSURE:**

Name of Applicant to be Supervised: _____

Facility Where Supervision Will Take Place:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Supervising Chiropractic Physician

Name: _____

Utah Chiropractic Physician License Number: _____

Number of Years Licensed: _____

I have read the Chiropractic Physician Practice Act and Rules and I attest to the following.

I understand that I am responsible for the activities and services performed
by the person named as the applicant when issued a temporary license.

I understand that the supervision will be for a maximum of 10 months
from the issuance date of the temporary license.

I understand that I cannot supervise more than 2 persons holding a
temporary license at any given time.

Signature: _____

Date: _____